

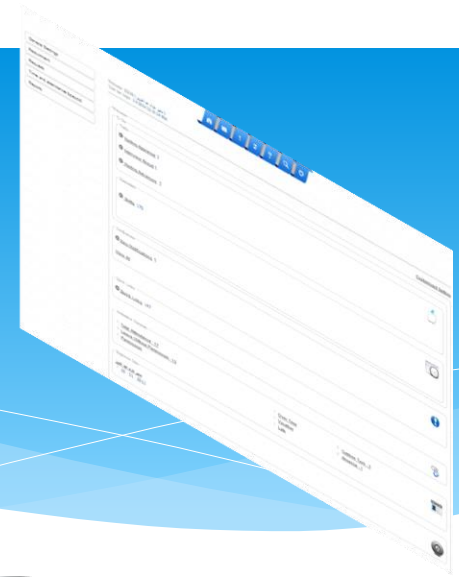


HR & Payroll

OVERLAP Version 2

OVERLAP
OVERLAP

Introduction



Overlap HR And Payroll system provides an automated solution that manage the HR department activities starting with recruitment process, managing employees with the Coordination Between HR Department And Payroll System.

Overlap System also provides employees to manage their requests through Employee Self Service These self service facilitates placing requests by employees and getting response to It whether approval or rejection in an automated way through the manager self service.

Payroll system can be managed efficiently through automated calculation of employees earnings taking on to consideration the affecting attendance variable.

User Privileges And Authorization

- System Fully controls users and privileges.
- System roles.
- System logs.

OverLap VS Manual Documents

Faster and Efficient In processing of Information.

Automatic generation of documents & reports.

Large reductions in the cost of hardware and software.

Efficient way to keep financial records and requires less storage space.

Allows you to back up records and keep them in a safe place in Case of fire or theft.

Data manipulation prevention.

Save time and resource; no more manual processing of the data- all automatically.

Useful reports are generated for manager to make decisions.

Which Departments Can Use The Overlap?

- HR Department.
- Organization Employees.
- Administrative Office.



Administrative Department Benefits From Overlap.

- Calculate Employees Earning And Benefits.
- Manage Employee Time And Attendance And Its Effect On Salary.
- Manage Employee Appraisal And Its Effect On Salary.

HR Department Benefits From Overlap.

- **Organization Structure:** It Is Created Using The Following Components(units And Profiles)these Profile Represents The Number Of Employee In Each Organization Unit.
- **Interviewing:** Manage Interviewing Cycle , Accepted And Refused Applicants, Shows The Interview Result.

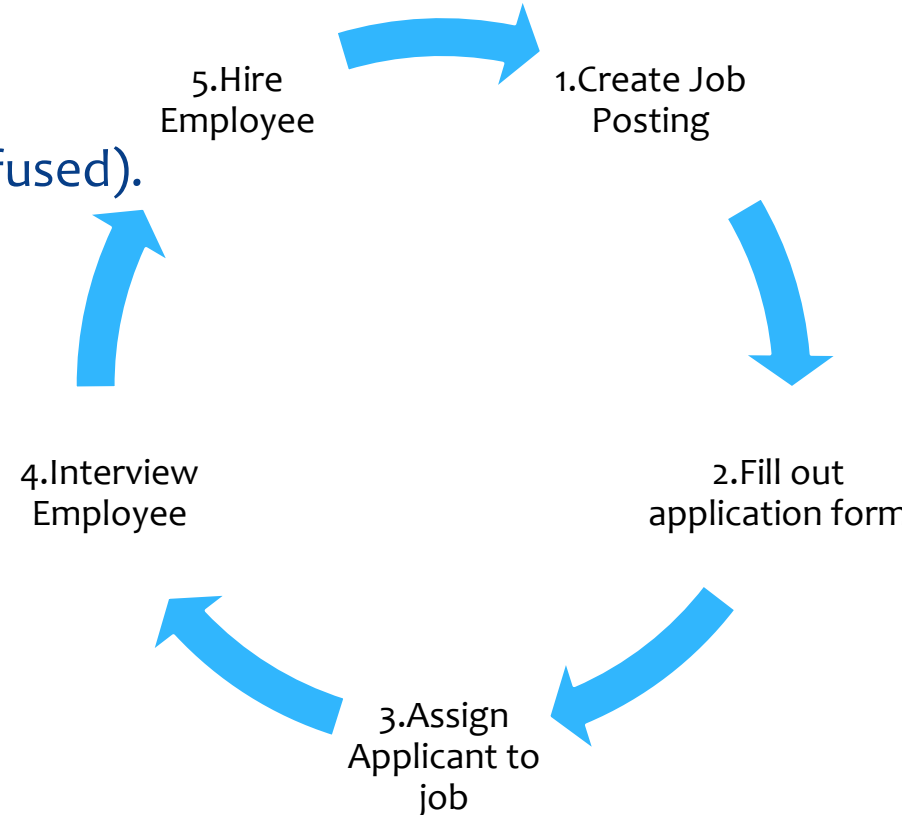
Overlap Modules

- HR Portal Module.
- Time And Attendance Module.
- Payroll And Personal Module.
- Reporting Module.
- Templates.

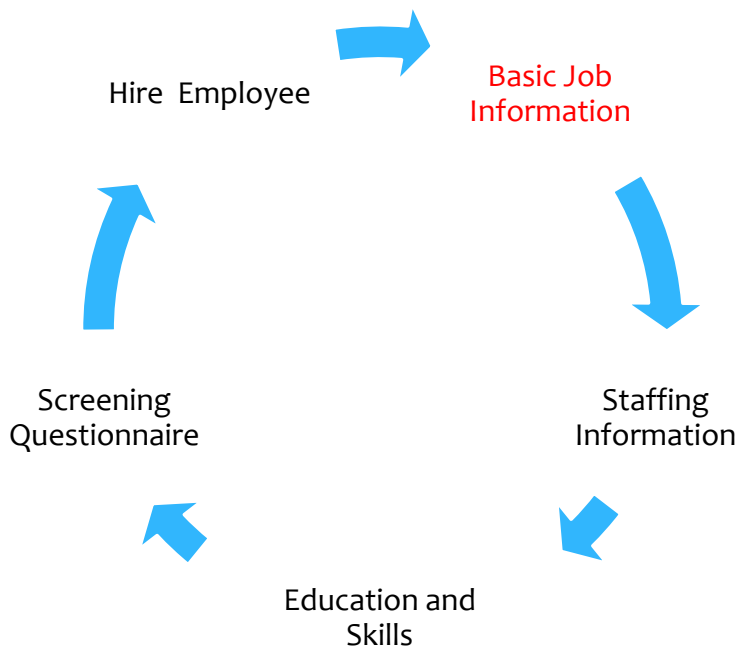


HR Module

- Manage Applicants On Each Job Posting.
- Manage Interviewing Cycle (Accepted/Refused).
- Manage Hiring Employees.
- Manage Employee Transfer.
- Manage Termination Cycle.
- Assign Templates For Employees.



Basic Job Posting: Posts open vacancies on Overlap



- Ability To Control Salary Range.
- Ability To Control The Date Of Job Posting.

Basic Job Information

Job Posting Name

Job Reference Number

Job title

Career Level

Staffing Information

Job Location

Countries

- Afghanistan
- Aybak
- Badghisat
- Bamian
- Bedekhsahan
- Belkh
- Daykundi
- Ghazni
- Ghor
- Girishtk
- Herat
- Kandahar
- Kapissa
- Khovst

Education And Skills

Screening Questionnaire

Job Description

Salary Range

Min 1500 Max 2500 Egyptian pound

Job Vacancies

Targeted 3

Opened Date

Closing Date

Needed 2

Staffing Information



Hire Employee → Basic Job Information

Screening Questionnaire

Staffing Information

Education and Skills

A screenshot of a web-based form for job posting. The form is divided into several sections, each with a circular icon: "Basic Job Information" (person icon), "Staffing Information" (group of people icon), "Education And Skills" (chart icon), and "Screening Questionnaire" (document icon). The "Basic Job Information" section includes fields for "Employment type" (with options: Regular, Full time, Morning, Monthly), "Employment Status", "Shift Type", "Salary Period", and "Joining Date" (with a date picker set to 01/01/2014). The "Staffing Information" section has a "Screening Questionnaire" checkbox. The "Education And Skills" section has two "Screening Criteria" checkboxes. The "Screening Questionnaire" section also has two "Screening Criteria" checkboxes. The form is presented on a light blue background with a grid pattern.

- Ability To Define The Employment Type
- Ability To Declare The Employment Status, Shift Type.



Managing Interview: To Assign Applicant To That Job.

- Assign Interview To Selected Applicants That By Choosing Job And The Career Level Needed.



Employee Transfer: Employee Transfer From Department To Another.



- Check The Employment Status.
- Check The Transfer Status.

Employee ID 64
Employee Name أحمد محمد فراج اللقاني
Request Date 1/2/2014
Request Status Pending
Active From 03/01/2014

Employment Status دوام كامل Part Time

Transfer Status

Transfer From :-

Transfer From :-	
Unit Type	إدارة
Unit	ادارة التمويل
Profile	محاسب تمويل مكتب
Job Name	محاسب تمويل مكتب
Career Level	تمويل

Transfer To :-

Transfer To :-	
Unit Type	-- Select From List --
Unit	Select From the Above Unit Item ple
Profile	Select From the Above Unit Item ple

Termination: Manage Termination Of Employees.



- Have The Ability To Check Termination Date.
- Have The Ability To Check Termination Reason.
- Have The Ability To Termination Number.

Employee name	Profile	Termination Number	employee code	Employee Name	Status	Termination Reason	Termination Date	View Details
سمير عرب عبد العزيز	احصائي سنون عاملين	13	35210	احمد , ابراهيم , احمد	Pending	Firing	2013-12-17	

Termination Details	
Termination Number	13
employee code	35210
Employee Name	احمد , ابراهيم , احمد
Status	Pending
Termination Date	2013-12-17
Termination Reason	Firing
Exit Interview date	2013-12-17
Exit Interview Questionair	Firing
Handover Date	2013-12-17

Approve Refuse

Reporting Module

- Time And Attendance Reports.
- Payroll.



Time And Attendance Reports

- Time And Attendance.
- Absence.
- Custody.
- Injury Case.
- Late.
- Outdoor.
- Overtime.



Time And Attendance Reports

- **Time And Attendance:** Systems To Record When Employees Start And Stop Work, And The Department Where The Work Is Performed.
- **Absence:** This Report Includes List Of Absence Of A (Company, department, specific Employee) In A Specific Date.
- **Employee And Attendance:** This Report Includes Dates Of Leaves And Attendance Of Employees.
- **Late:** This Report Includes Late Of The Employees .
- **Outdoor Report :**This Report Includes Outdoor Tasks Of The Employees And The Time Of The Start And The End Of The Outdoor Task.
- **Employee Vacation Balance Report :**This Report Includes The Balance Of Employees Vacations.

Time And Attendance Reports Cont.

- **Permission:** This Report Shows The Permission And The Start And End Time Of The Permissions In A (Company, department, specific Employee) In A Specific Date.
- **Detailed Vacation:** This Report Includes Vacancies But In Details Like (Vacancy, Its Type, Start And End Of The Vacancy).
- **Payroll:** This Report Includes Periodical Earning , Deductions, taxes, total Salary, Net Salary & Advances... etc.

Payroll Reports

- Cost Center Employee.
- Employee Detailed Salary.
- Insurance Form.
- Organization Man Power.
- Total Organization Salary.



Payroll Reports

- **Employee Overall Detailed:** This Report Includes Count Of (Lattes , Absence, Outdoor Tasks)in Details For Company, department, specific Employee.
- **Insurance:** This Report Help The Company To Do Form2 Application Which Is Submitted To The Insurance.
- **Cost Center:** This Report Is To Determine The Cost Of Each Project In The Company And It Also Dedicate Each Employee In The Company To A Specific Project As A Cost Center.

What does different request mean?

- Requests

- → Transfer.
- → Document .
- → Advance.
- → Job Oder.
- → Permission.
- → Termination.
- → Outdoor Task.
- → Vacation.
- → Custody.
- → Job Post.
- → Sanction.
- → Complaint.

Requests

- * **Transfer:** Employee can transfer from department to another.
- * **Document:** Employee make certain document or the Employer need specific from an employee.
- * **Advance:** An asset account used to record amounts given to an employee with the expectation of repayment.
- * **Job Order:** It is to perform a work according to specified requirements within specified timeframe and cost estimates.
- * **Permission:** It is approval to do something outside work.
- * **Termination:** It is when an employee's contract of employment with an employer ends.

Requests Cont.

- * **Outdoor:** Is to make certain tasks outside the company.
- * **Vacation:** Employee needs to relax or to have rest.
- * **Job Post:** It is a channel through which the human resource management of an organization posts all its available vacancies internally in the organization to give an opportunity for its existing employees .
- * **Sanction:** It is official permission or approval for an action.
Complaint: It is a statement that something is unsatisfactory or unacceptable.

What does different request templates?

* Templates

→ Absence.

→ Late.

→ Overtime.

→ Payroll.

→ Shift.

→ Tax.

Templates

- * **Absence:** It the state of being away or not being present.
- * **Late:** It the arriving after the expected or correct time in work.
- * **Overtime:** It the state of exceeding shift hours of work.
- * **Payroll:** It the sum of financial records of salaries for an employee.
- * **Tax:** A fee charged by a government on income of employees.
- * **Shift:** It is work schedule which covers hours shift for employee

Thank You for your time